



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 7, 2014

TO: Audit Committee

FROM: William T Fujioka
Chief Executive Officer

REVIEW OF BOARD POLICY NO. 3.005

As requested, our office has reviewed Board of Supervisors Policy No. 3.005, Posting Board Memos and Letters Online, which is scheduled to sunset on August 19, 2014. We recommend no revision to the policy at this time, other than to extend the sunset review date to August 19, 2018.

Should you have any questions, you may contact David Sommers of my staff at (213) 974-1363 or dsommers@ceo.lacounty.gov

WTF:RA
DS:gl

Attachment

c: Executive Office, Board of Supervisors

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.005	Posting Board Memos and Letters Online	04/02/02

PURPOSE

Ensures that each Department Head adopts a policy for releasing official documents to the public as soon as they are available.

REFERENCE

April 2, 2002, Board Order 94 and Supporting Document

January 30, 2006 Chief Administrative Office Memo regarding "Posting Memos Online"

July 17, 2006 Chief Administrative Office Memo regarding "Posting of Board Correspondence"

POLICY

Department Heads are to post on the Internet all of their Board memos and Board letters sent to three or more Board offices. The correspondence is to be sent electronically for posting to the centralized Board Correspondence website immediately after delivery to the Board offices. The website is maintained by the Internal Services Department, and is updated several times daily. Material to be posted includes agenda-related and non-agenda related items. These memos and letters are also to be sent to the Chief Executive Office's Public Information Office to allow easy access by the public.

RESPONSIBLE DEPARTMENT

Chief Executive Office

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: April 2, 2002
Review Date: May 24, 2010

Sunset Review Date: April 2, 2010
Sunset Review Date: August 19, 2014
Sunset Review Date: August 19, 2018